Tools Tutorial
2018 Transcript

0	This tutorial shows you how to use the tools in your test. Select Start to begin the tutorial. *Note: There is no audio associated with this slide.*
00	Tools *Note: There is no audio associated with this slide.*
Slide 1	**Working in this Tutorial** Select the Play-Text-to-Speech button on the right side of your screen to have the text read aloud for this tutorial. This tutorial also lets you practice using the tools after they are described. On some screens, you need to scroll down to practice the tools.
Slide 2	**Using the Tools in the Test** You can select tools from the toolbar, the user dropdown menu, and the right side of your screen.
Slide 3	**Toolbar Tools** You can select these tools from the toolbar: • Pointer • Notepad • Answer Eliminator • Calculator Select the button to open the tool. To close the tool, select the button again, or select the Pointer tool. You can only use one tool at a time.
Slide 4	**Pointer Tool** You can use the Pointer tool to: • Select an answer • Drag an answer choice to the correct spot • Mark objects or text • Turn other tools on and off

Slide 5	**Notepad Tool** You can use the Notepad tool to write notes during the test. To use this tool: • Select the Notepad button. • Type your notes in the box. Your notes will be automatically saved when you close the notepad. Try It! 1. Open the Notepad tool. 2. Type a word and then close the notepad. 3. Open the notepad again to see your saved notes.
Slide 6	**Answer Eliminator Tool** You can use the Answer Eliminator tool to cross out one or more of the answer choices. To use this tool: • Select the Answer Eliminator button. • Select the answer choice or choices you want to eliminate. Select an answer choice again to remove the red X.
Slide 7	**Use the Answer Eliminator Tool** Try It! Use the Answer Eliminator tool to cross out one or more of these answer choices. Then use the Pointer tool to answer the question. What appears when you cross out answer choices using the Answer Eliminator tool? A. A green line B. A red X C. A blue arrow D. A yellow box (The correct answer is B.)
Slide 8	**Calculator Tool** You can use the Calculator tool to help you answer questions. You will see the calculator tool only in a math or science test and only on questions where you can use it. To use this tool, select the Calculator button. You can select the buttons or use your keyboard. To move the calculator on the screen, select the calculator and drag it.

Slide 9	**Tools in the User Dropdown Menu** You can select these tools from the user dropdown menu: • Color Contrast • Magnifier • Line Reader Mask • Answer Masking Select the tool in the menu to use it. To close the tool, select the tool again. When you use these tools, they will stay on until you close them.
Slide 10	**Color Contrast Tool** The Color Contrast tool lets you change the color of the screen and words. To use this tool: • Select Change the background and foreground color. The choices will appear. • Select your color choice. • Select Continue. Try It! Change the colors on this screen. Then go back to Black on White.
Slide 11	**Magnifier Tool** The Magnifier tool lets you make part of the screen larger. To use this tool: • Select Enable Magnifier. • Drag the magnifier over the area you want to make larger. Try It! Magnify part of your screen. Then close the magnifier.

Slide 12	**Line Reader Mask Tool** The Line Reader Mask tool helps you to focus on one part of a question or reading passage at a time. To use this tool: • Select Show Line Reader Mask. • Drag the line reader mask over to the question or reading passage. • Drag the bottom right corner of the box (A) to change the size of the box. • Drag the bottom right corner of the window (B) to change the size of the window. • Drag the arrow icon (C) to move the window. Try It! Open the line reader mask, change the size of the boxes, and move the window. Then close the line reader mask.
Slide 13	**Answer Masking Tool** The Answer Masking tool lets you choose which answer choices will show on the screen. To use this tool: • Select Enable Answer Masking. • To show a masked answer, select the button next to the answer choice. • To cover the answer choice, select the button again. Try It! Select Enable Answer Masking and practice unmasking and masking the answer choices below. Then close answer masking. A. Answer choice A B. Answer choice B C. Answer choice C D. Answer choice D
Slide 14	**Tools on the Right Side of Your Screen** You can select these tools from the right side of your screen: • Text-to-Speech • Formula Sheet

Slide 15	**Text-to-Speech Tool** Use the Text-to-Speech tool to listen to the question and answer choices on math and science tests. • The Play Text-to-Speech button lets you start and stop the read aloud. • The Toggle Click-to-Hear button lets you select the sentence where the read aloud will begin. • The Text-to-Speech Settings button lets you change how fast the text is read. On some devices, it also lets you change the volume.
Slide 16	**Use the Text-to-Speech Tool** Try It! Follow each step to practice using text-to-speech. 1. Select the Play Text-to-Speech button to start the read aloud. 2. Select the button again to stop the read aloud. 3. Select the Toggle Click-to-Hear button, and then select this sentence to start the read aloud. 4. Select the Play Text-to-Speech button to stop the read aloud.
Slide 17	**Formula Sheet** Some math tests will have a formula sheet. To open it, select the Exhibits button. You may need to scroll to see all of the formula sheet. To move the formula sheet on the screen, select the top of the formula sheet and drag it. Try It! Open the formula sheet and drag it around the screen. Then close the formula sheet.
Slide 18	**Highlighter Tool** You can use the Highlighter tool to highlight words. To use this tool: • Select and drag over the words you want to highlight. • Select a color. • Remove the highlighting by selecting the words again and choosing Unhighlight. Try It! Highlight some words and then remove the highlighting.

Slide 19	**Zoom Tool** You can use the Zoom tool to make the entire screen larger. To use this tool: - On a PC or Chromebook, press CRTL + to zoom in. Use CRTL - to zoom out. Use CRTL 0 to return to the default size. - On a Mac, press CMD + to zoom in. Use CMD - to zoom out. Use CMD 0 to return to the default size. - On a touchscreen, pinch and zoom in and out. Try It! Zoom in your screen and then zoom it out.
000	End of Tools *Note: There is no audio associated with this slide.*